



DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
ALBUQUERQUE AREA INDIAN HEALTH SERVICE



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT NO.
SFSU-MPP-01-71
SFSU-ESEP-01-71

OPENING DATE
11/21/01

CLOSING DATE
Applications will be accepted
until sufficient applications
have been received

POSITION TITLE SERIES & GRADE
Supervisory Medical Officer (Administration)
GS-602-15, \$90,338 per annum

LOCATION & DUTY STATION
Santa Fe Indian Hospital
Medical Services
Santa Fe, New Mexico

(Special Salary Rate Authorized Under 5USC 5303)

CONDITIONS OF EMPLOYMENT: Permanent, Full-time. The incumbent of this position is subject to call back and/or standby work.

This position requires that the selected individual obtain and maintain medical staff clinical privileges. If privileges are not obtained or maintained during employment, the employee may be subject to an adverse action, up to and including removal from the Federal Service.

AREA OF CONSIDERATION: All sources.

May be required to serve a probationary period for supervisory positions.

Payment of relocation expenses will be paid for eligible employees in accordance with Federal travel regulations and 41 CFR Chapter 302.

Selective Service Certification: If you are a male, born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions) be registered with the Selective Service System.

In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selectee will be required to submit proof of immunity to the following diseases: Rubella and Measles.

Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for Federal Employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates MUST indicate whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.

Applications will also be accepted from non-status candidates (individuals who have never been employed by the Federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 or more years of continuous active service may apply.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Charlotte Yazza-Bain, (505) 946-9238. The decision on granting reasonable accommodation will be on a case-by-case basis.

DUTIES AND RESPONSIBILITIES: **CLINICAL TASKS:** Maintaining the highest standards of professional medical services by providing direct care to patients; personal consultation with members of the staff on matters of patient care management; plans and conducts regular and patient care management special conferences utilizing specialists in specialties such as pediatrics, OB/GYN, emergency medicine, etc.; makes rounds on wards to insure that patients are receiving the proper medical care, review clinical records to develop an opinion of the effectiveness of the attending medical officer and to insure that medical records are properly maintained. Resolves patient referral problems between referring physicians, the medical and nursing staff and non IHS hospitals. **MANAGEMENT SUPPORT TASKS:** Works on day to day basis with the Chief Executive Officer, Administrative Officer, Director of Nurses and other key staff members with responsibility for fully participating in top management discussion, decisions and policy making and sharing accountability in management actions. Participates with the CEO and staff members in the formulation of policies, programs and procedures related to clinical services. Develops and implements plans, programs for the improvement, expansion and/or contracting of patient services, for the revision of present programs and services to meet the changing needs of the patient population, and for the integration of the health activities with other elements of clinical programs and with local, state, and government activities. Serves as a member of Service Unit, Albuquerque Area and IHS-wide committees and task forces. In conjunction with CEO works with Tribal groups for the purpose of promoting understanding of service unit health programs. **ADMINISTRATIVE TASKS:** Exercises overall supervisory responsibility for the planning, development, organization integration, and evaluation of clinical services for the entire service unit. Supervisory Functions: **Work Planning:** Formulates and implements overall administrative programs and plans to satisfy varying requirement and priorities for services and other service unit objectives. Establishes or approves overall work assignments. **Work Direction:** Conducts meetings and conferences with subordinate supervisors and staff. Formulates and issues written instructions and procedures for non-routine or complex assignments, new or changed programs, functions or processes. Revises and analyzes records, reports and other evidence or work performance to evaluate performance. Continually studies operations to seek improvements in the quality and quantity of services. **Personnel Administration:** Supervises, through subordinate supervisors and staff members, approximately 50 employees who engage in performing a variety of direct patient care and supportive activities. Exercises approval or disapproval authority of personnel actions requested. Develops and implements internal program plans and procedures to insure that subordinate supervisor implement the provisions of various government-wide, agency, or installation programs such as merit promotion plans, position management, career development plans, performance appraisals, counseling services and other functions to achieve equitable treatment of employees. Responsible for the application and implementation of EEO. **SPECIAL TASKS/ASSIGNMENTS:** Serves on the QI Committee and reports committee activities to the CEO and Governing Body as well as the subordinate supervisors and hospital department heads. Serves as recruiting officer for temporary and permanent physician staff and clinical department heads.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

Degree: Doctor of Medicine or Doctor of Osteopathy from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation. (A Doctor of Medicine or equivalent degree from a foreign medical school that provided education and medical knowledge substantially equivalent to accredited schools in the United States may be demonstrated by permanent certification by the Educational Commission for Foreign Medical Graduates (ECFMG) (or a fifth pathway certificate for Americans who completed premedical education in the United States and graduate education in a foreign country).

Graduate Training: Subsequent to obtaining a Doctor of Medicine or Doctor of Osteopathy degree, a candidate must have had 1 year of supervised experience providing direct service in a clinical setting, i.e., a 1-year internship or the first year of a residency program in an institution accredited for such training.

For the purposes of this standard, graduate training programs include only those internships, residency, and fellowship programs that are approved by accrediting bodies recognized within the United States or Canada.

- An internship program involves broadly based clinical practice in which physicians acquire experience in treating a variety of medical problems under supervision (e.g., internal medicine, surgery, general practice, obstetrics-gynecology, and pediatrics). Such programs are in hospitals or other institutions accredited for internship training by a recognized body of the American Osteopathic Association (AOA).
- A residency program involves training in a specialized field of medicine in an institution accredited for training in the specialty by a recognized body of the American Medical Association (AMA) or AOA.
- A fellowship program involves advanced training (beyond residency training) in a given medical specialty in either a clinical or research setting in a hospital or other institution accredited in the United States for such training.

Licensure: For positions involving patient care, candidates must have a permanent, full, and unrestricted license to practice medicine in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. Applications will be accepted from physicians who are not currently licensed; however, if selected for appointment, they must (a) obtain a license before entering on duty.

Applicants who meet the basic requirements qualify for GS-11 positions.

Additional Requirements for GS-12 and above: The requirements below are grouped according to types of programs – clinical and training, aviation medical, occupational health, disability evaluation, maternal and child health, and research.

Clinical and Training Program – Within Federal clinical and training programs, a distinction is made between general practice and specialist positions. General practitioners must be skilled in recognizing various medical pathologies that require referral to specialists for diagnostic and treatment procedures. Graduate training and experience must, therefore, be well rounded. Specialist positions require graduate training and experience related to the specialty and subspecialty of the position to be filled. Experience may not be substituted for training essential for performing specialized duties. The length and content of residency programs depends upon the specialization and requirements of recognized accrediting American medical specialty boards. These boards are authorized to conduct examinations to determine the competence of physicians in the specialty, to issue certificates of qualification, to participate in evaluating the quality of residency programs, and to determine the requirements for certification.

General Practice positions: Three (3) years of graduate training or equivalent experience and training. In addition to requirements above, one (1) year of specialized experience equivalent to at least the next lower grade level.

Specialist positions: Five (5) years of residency training in the specialty of the position to be filled or equivalent experience and training.

SPECIALIZED EXPERIENCE: Experience must have been progressive and responsible, demonstrating good knowledge of current principles, practices, methods, and techniques in the field of medicine. The types of experience which will be credited are shown under “Duties and Responsibilities.

SUPERVISORY AND MANAGERIAL ABILITIES: Candidates must have demonstrated in their work experience or training that they possess or have the potential to develop the following:

- Ability to assign and review work of subordinates, training and work effectively with subordinates from a variety of backgrounds and with different levels/areas of training.
- Ability to accomplish the quality and quantity of work expected within set limits of cost and time.
- Ability to plan own work and carry out assignments effectively.
- Ability to communicate with others effectively both orally and in writing in working out solutions to problems or questions relating to the work.
- Ability to understand and further management goals as these affect day-to-day work operations.
- Ability to develop improvements in or design new work methods and procedures.
- Deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.
- Plan and adjust work operations to meet changing or emergency program or production requirements within available resources and with minimum sacrifice of quantity or quality of work.
- Establish program objectives or performance goals and assess progress toward their achievement.
- Coordinate and integrate the work activities and resources of several different projects.
- Analyze organizational and operational problems and develop timely and economical solutions.
- Represent the activity both within and outside the organization or agency to gain support for the agency's program goals.

Personal Attributes: The attributes are important to success in supervisory or managerial positions at all supervisory levels. Accordingly, candidates for all supervisory positions must demonstrate all of the following personal qualities:

- Objectivity and fairness in judging people on their ability, and situations on the facts and circumstances.
- Capacity to adjust to change, work pressures, or difficult situations without undue stress;
- Willingness to consider new ideas or divergent points of view; and
- Capacity to "see the job through."

PUBLIC HEALTH SERVICE (PHS) LICENSURE POLICY: Each physician must possess and maintain a current and unrestricted license in a State.

TIME-IN-GRADE REQUIREMENTS: Merit Promotion candidates must have completed at least 52 weeks of service no more than 1 grade lower than the position to be filled.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. Applicants must address the following KSAs on a separate sheet of paper.

1. Ability to direct multi-disciplinary health care providers following team management principles.
2. Ability to communicate effectively orally and in writing.
3. Ability to exercise tact, diplomacy and mature judgment, and a positive attitude.
4. Ability to coordinate and integrate clinical and administrative aspects of a health care delivery facility.
5. Ability to analyze data and draw conclusions.
6. Knowledge of the principles of the assessment of quality medical care.

HOW AND WHERE TO APPLY: Applications MUST be submitted by the closing date of the vacancy announcement to Santa Fe Indian Hospital, Human Resources, 1700 Cerrillos Road, Santa Fe, NM 87505. If submitting in person, we are located at the Santa Fe Indian Hospital, 1700 Cerrillos Road. For copies of vacancy announcements, contact Human Resources at (505) 988-9821. We do not FAX vacancy announcements.

FOR CIVIL SERVICE APPLICANTS:

The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Interested applicants may submit one of the following:

1. OF-612, Optional application for Federal employment; www.opm.gov/forms/pdffill/of0612.pdf;
2. SF-171, Application for Federal employment;
3. Resume; or
4. Any other written application format.

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with ZIP Code), Day and Evening telephone numbers (with Area Code).
3. Social Security Number.
4. Country of Citizenship.
5. If claiming veterans preference, a copy of DD-214; and SF-15 if claiming 10-pt veterans preference.
6. Copy of latest Personnel Action (SF-50B) if current or former Federal employee.
7. Highest Federal civilian grade held (give job series and dates held).
8. High School-Name, City, State (ZIP Code if known), and date of Diploma or GED.
9. Colleges and Universities-Name, City, State (ZIP Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter Hours earned). To obtain educational credit, applicants must submit a copy of all college transcripts.
10. Job Experience (paid and unpaid) - Job title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Telephone Number, Starting and Ending Dates (month and year), Hours per week and salary.
11. Indicate if we may contact your current Supervisor.
12. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments, Certificates.
13. Applicants claiming Indian preference MUST submit along with their application a copy of an official BIA Preference Certificate, Form BIA-4432, signed by the appropriate BIA official, or Form BIA-4432 issued by a Tribe authorized by P.L. 93-638 contract to perform the certification function on behalf of the BIA official. Note: Current Albuquerque Area IHS employees need not furnish verification as long as they indicate on the application that a Certificate of Indian Blood is on file in their OPF.
14. Copy of your current performance appraisal, if a current Federal employee.
15. Statement authorizing review of application.
16. Statement for Child Care & Indian Child Care Worker Positions.
17. OF-306, Declaration for Federal Employment www.opm.gov/forms/pdffill/of016.pdf;
18. Copy of a valid license/registration.
19. Supplemental Qualifications Statement – Medical Officer

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

All applications must be received by the closing date of this announcement. All material submitted for consideration under this announcement becomes the property of the personnel office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

FOR COMMISSIONED CORPS OFFICER APPLICANTS:

USPHS Commissioned Corps Officers will be required to meet the same experience and training requirements for the position as Civil Service applicants.

1. Applications from Commissioned Corps Officers who have Indian preference will be evaluated by the Personnel Office. The Curriculum Vitae (CV) will be evaluated against the appropriate IHS Excepted Service Qualifications Standards and against the billet qualifications. The applicant will be determined eligible if he/she meets either of these standards. If there are no "Preston" qualification standards to use in determining the qualifications of a Commissioned Officer applicant who claims Indian Preference, then the applicant will be evaluated against the Office of Personnel Management Operating Manual for Qualifications Standards for General Schedule Positions.
2. Active duty Officers, who do NOT have Indian preference, must submit a copy of current Billet Description along with comprehensive and detailed resume showing work experience, dates, names and addresses of supervisors, education, and other information reflecting individual qualifications for the position. If not now on active duty, but an applicant for the Commissioned Corps, submit the same information as above (except Billet Description), and additional information as to whether application has been approved by the Division of Commissioned Personnel for processing. Qualification determinations for non-Indian Corps Officers will be made by the Personnel Office.
3. Officers claiming Indian preference must include the necessary documentation as stated for Civil Service applicants.
4. Statement authorizing review of application.
5. Statement for Child Care & Indian Child Care Worker Positions.
6. Copy of a valid license/registration.

INDIAN PREFERENCE: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

ADDITIONAL OR ALTERNATE SELECTIONS may be made within 90 days of the date the certificate was issued if the position becomes vacant; if filling an identical additional position in the same geographic location; if the qualification requirements are the same and if an Indian preference eligible is on the certificate. If an Indian preference eligible is not on the certificate, the vacancy must be reannounced.

EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

PERSONNEL CLEARANCE:

Charlotte Yazza-Bain
Human Resources Specialist

11-19-01
Date

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) (INCLUDES INDIAN HEALTH SERVICE) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.

2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
 - 1) Received a specific RIF separation notice; or
 - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - 3) Retired with a disability and whose disability annuity has been or is being terminated; or
 - 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 - 5) Retired under the discontinued service retirement option; or
 - 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).

6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

- If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.
- If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:

"I hereby authorize any and all persons involved directly and/or indirectly in the selection process to review my application."

Signature of Applicant

SAMPLE FORMAT -(USE SEPARATE SHEET OF PAPER)

SUPPLEMENTAL QUESTIONNAIRE
on Knowledge, Skills and Abilities

POSITION: Medical Officer (Administration), GS-602-15

VACANCY ANNOUNCEMENT NO.: SFSU-MPP-ESEP-01-71

Ranking Factors-Knowledge, Skills, and Abilities (KSAs): The statements you describe below will be the principle basis for determining whether or not you are Best Qualified for this position.

1. Ability to direct multi-disciplinary health care providers following team management principles.
2. Ability to communicate effectively orally and in writing.
3. Ability to exercise tact, diplomacy and mature judgment and positive attitude.
4. Ability to coordinate and integrate clinical and administrative aspects of a health care delivery facility.
5. Ability to analyze data and draw conclusions.
6. Knowledge of the principles of the assessment of quality medical care.

The information you provide is considered to be part of your application and, as such, is certified correct by your signature.

Signature/Date

DECLARATION FOR FEDERAL EMPLOYMENT
INDIAN HEALTH SERVICE
CHILD CARE & INDIAN CHILD CARE WORKER POSITIONS

Name:

Social Security Number:

Job Title in Announcement:

Announcement Number:

BACKGROUND INFORMATION

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, requires a criminal record check for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children.

I certify that my response to these questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment and that I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my rights to challenge the accuracy and completeness of any information contained in the report.

- 1) Have you ever been arrested for or charged with a crime involving a child?

YES () NO ()

[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any offense under Federal, State, or tribal law involving crimes of violence, sexual assault, molestation, contact of prostitution, or crimes against persons?

YES () NO ()

[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]

Applicant's Signature/Date

SUPPLEMENTAL QUALIFICATIONS STATEMENT

Medical Officer, GS-11 thru 15

(Please complete this form or provide similar information in your application.)

Name (Last, First, Middle) _____

Birth Date _____ Social Security Number _____ US Citizenship _____

_____ () YES () NO

Address (Number, Street, City, State, Zip Code) _____

Basic Professional Training (Name and Location of School) _____

Type of Degree (e.g., M.D.) and Date Received: _____

If your degree was received in a school outside of the U.S., have you passed the examination given by the Education Council for Foreign Medical Graduates? () YES () NO

INTERNSHIP: TYPE OF Internship and Specialty _____

Name and Location of Hospital (City and State) _____

Name of Chief of Service or Program Director _____

Dates Attended (Month/Year) from _____ to _____

Date Certificate Received _____

RESIDENCY TRAINING AND FELLOWSHIP: Name of Specialty _____

Name and Location of Hospital (City and State) _____

Name of Chief of Service or Program Director _____

Dates Attended (Month/Year) from _____ to _____

Date Certificate Received _____

OTHER GRADUATE EDUCATION:

Major field of study or program _____

Name and Location of Institute (City and State) _____

Certificate, Diploma, or Degree Received and Date _____

Dates Attended (Month/Year) from _____ to _____

CERTIFICATION BY A SPECIALTY BOARD:

Are you eligible for certification by an American Specialty Board? () YES () NO

Are you board certified? () YES () NO

If your answer to A or B is "Yes," furnish the following:

Name of specialty board _____

Specialty _____ Date of Certification _____